

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

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TO : [REDACTED]  
Asst Chief, Fiscal Division

DATE: 6 November 1959

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FROM : [REDACTED]  
Chief, Payroll Branch

SUBJECT: Quarters Deduction - Change in Procedure

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1. Under present procedure, \$35.00 has been deducted from an employee who is being furnished government Quarters. This amount was shown on the payroll voucher (Form 1166) as a deposit to the 21-1830 (Rent of real property, not otherwise classified) in accordance with Department Circular No. 1027 of the Treas. Dept. dated May 25, 1959.
2. Miss [REDACTED] has requested that the deduction in question be placed in the Suspense Account and then withdrawn only quarterly for deposit to the 21 1830 Account.
- 3 #. This procedure(proposed) will eliminate the D. O. from issuing a treasury check each pay period
4. However, it will entail added duties to the Accounting Branch in maintaining an account (entries each pay period and issuing request for a check at the close of each quarter)..  
Your early attention to this matter will be greatly appreciated

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